

## 2017 Summer Food Service Program Contract

**Please complete ALL information requested or contract will be void.**

This agreement is entered into between the City of Columbus, Department of Recreation and Parks (hereinafter referred to as the “**City**”), and the Summer Food Service Program provider agency (hereinafter referred to as the “**Agency**”).

### **SITE INFORMATION**

**Site name:**

**Site Phone Number:**

**Site address, including city and 9 digit zip ([click to find](#)):**

**On-Site Supervisor name:**

**Email:**

### **AGENCY INFORMATION, if different from above**

**Agency name:**

**Phone Number:**

**Address, including city and 9 digit zip ([click to find](#)):**

**Agency contact name:**

**Email:**

**Please enclose a copy of the 501c3 verification.**

### **AGREEMENT AND SIGNATURES**

This agreement binds the **City** to provide the food supplies to the **Agency** to administer the Summer Food Program. The **Agency** agrees to comply with all of the program regulations by committing to:

1. Serve meals, supplied by the **City**'s authorized vendor, to eligible children ages 1 through 18, and qualifying disabled participants through age 21, in accordance with United States Department of Agriculture (USDA) regulations; and
2. Serve meals which meet or exceed the minimum nutritional requirements of the USDA; and
3. Provide adequately trained supervision to ensure that all meals are served and consumed on site and in accordance with USDA regulations; and
4. Complete and submit all daily and weekly reports as required by the **City** and the USDA. Maintain records of the daily number of meals received and served as required by the **City**; and
5. Provide the **City** and USDA access to inspect the **Agency** Food Service Program and record keeping system; and
6. Provide adequate refrigeration for the storage of meals for the duration of the program.

The **City** shall have the right to terminate this contract if the **Agency**;

- A. Fails to comply with any **City** and/or USDA Food Program regulation;
- B. Fails to comply with meal time service requirements;
- C. Fails to maintain required Food Program records and documentation;
- D. Permits any meals to be taken off site;
- E. Serves meals to anyone other than eligible participants;
- F. Habitually serves an excessive number of meals as seconds or has an excessive number of leftovers due to a failure to adjust meal orders as attendance fluctuates.

If the **City** should find a high level of meal service violations at an **Agency** location, the City shall have the right and responsibility to require corrective action and in the event that the **Agency** fails to comply with the required corrective action, this agreement may be immediately terminated by the **City**.

The **Agency** shall hold the **City** harmless for any and all claims of injury, damage or loss which may occur as a result of the **Agency's** participation in the Summer Food Service Program.

AGENCY REPRESENTATIVE:

APPROVED:

Tony Collins

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Executive Director,  
Department of Recreation and Parks  
Approved As To Form:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature on File

\_\_\_\_\_  
Title

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

*The USDA is an equal opportunity provider and employer."*